

BOARD OPERATOR

On-Call, exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ Air Check/Demo
- ☐ Two (2) letters of recommendation, attesting to your work ethic and ability for the position in which you are applying
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Pauline Spruce, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140
Fax: 906-353-8068
Email: pauline@kbic-nsn.gov

Distribution Date: October 8, 2012

Closing Date: Open Continuous

POSITION DESCRIPTION

POSITION:

BOARD OPERATOR

On-Call, exempt position
Weekdays, with some weekend and evening as needed
(Follows Enterprise handbook)

LOCATION:

Eagle Radio; Baraga, Michigan

SUPERVISORY CONTROL:

Program Director

SALARY:

Grade 3 (minimum starting wage = \$8.91/hour)

BENEFITS:

Health, Life, and Disability insurances are not available with this position.

QUALIFICATIONS:

- High School Diploma or Equivalent.
- Excellent oral communication and writing skills are required.
- Must have valid, unrestricted Michigan driver's license, a good driving record, and be insurable, and have reliable transportation.
- Must be willing to work variable shifts (including weekends) and receive training.
- Good attention to detail and be highly motivated to learn new and challenging skills.
- Must be computer literate.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical and pre-employment drug test.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

- Memorizes script, reads, or ad-libs to identify station, introduce and close shows, and announce station breaks, commercials, or public service information.
- Cues worker to transmit program from network central station or other pick-up points according to schedule.
- Reads news flashes to keep audience informed of important events.
- Describes public events such as parades, conventions, and special promotions.
- Interviews guests, such as sport or public personality, and moderates panel or discussion show to entertain audience.
- Keeps daily program log.
- Operates control console.
- Host specialty music shows (i.e.: "Indigenous Insights", "Saturday Night With ...")
- Performs additional duties, such as operating radio transmitter, selling time, or writing advertising copy.
- May be used as voice characterization for commercials and public service announcements.
- Will be trained in the areas of on-air announcing, commercial production, live remote broadcast, mobile DJ services.
- Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build moral and group commitments to goals and objectives; supports everyone's efforts to succeed; works with integrity and ethically; upholds organizational values.
- Prioritizes and plans work activities.
- Attendance and punctuality is critical.
- Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Travel may be required as assigned by the supervisor.
- Other duties as assigned by supervisor.

This position announcements summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: October 8, 2012

Closing Date: Open Continuous